



ADMINISTRATIVE DIRECTIVE

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RECORDS MANAGEMENT POLICY (Supercedes A.D. 1.05-2 dated November 29, 1977 and A.D. 1.05-3 dated September 20, 1982)		PAGE ISSUE DATE August 30, 1994

I. **PURPOSE**

To establish policies and departmental responsibilities for the City's Records Management Program which promotes the effective storage and destruction of the inactive records of City departments and offices.

II. **DEFINITIONS**

- A. **Records, Property of the City** – All information received, created, or compiled by officials or employees of the City of Tucson for the use of the City. This includes both paper and non-paper records in any recording medium, such as audio or videotape, computer tape or diskettes, and photographs.
- B. **Retention Period** – The period of time a record can be stored in a City department or the City Records Center before its transfer, micrographic conversion, archive, or destruction, as specified in the approved Records Disposition Schedules for the City of Tucson departments and offices.
- C. **Inactive Records** – Records which are so seldom referred to as to make their retention in the originating department impractical and uneconomical. In most cases, records that are referred to less than six times a year are considered to be inactive records.
- D. **Permanent Records** – Recorded information which is required by law to be retained indefinitely, or which has been designated for continuous preservation because of its legal, administrative, or historical significance to the City. Such records are transferred to the custody of the City Archives as soon as they are deemed to be inactive.
- E. **Non-Records** – Copies of a record other than the record copy, furnished through courtesy or kept for reference or convenience. Non-record materials may be disposed of immediately after they have served their purpose. They should not be filed or maintained unless there is sound justification for their use and retention.
- F. **Records Liaison Officer** – City employee(s) designated by a Department Director to be responsible for coordinating records management activities between their department and the City Records Center.



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III. POLICY

- A. The Office of the City Clerk shall maintain a records management program as required by Arizona Revised Statute 541-1346. Procedures for this program are provided in:
- The Records Management Manual, which also contains the Micrographics Manual, describes City procedures for the retention, disposition, access, storage, destruction and micrographic conversion of records for each City Department and Office.
 - The Archives Policies and Procedures Manual, which describes procedures for the preservation of significant City records.
- City Departments and Offices shall use the procedures in the above manuals for the management of City records and documents (the tables of content for these manuals are attached for reference).
- B. The City Clerk is custodian of records stored in the Records Center, and will ensure that only authorized personnel have access to these records. Inactive records in storage at the Records Center shall remain the property of the respective office or department.
- C. No City official or employee has, by virtue of his/her position, any personal or property right to City records even though he/she may have helped develop or compile them. Such records are the property of the City of Tucson and/or the State of Arizona. The unlawful destruction, removal from files, or use of City records is prohibited. (See Administrative Directive 2.02-5, "Rules of Conduct", Section III, "City Ownership of Employee Work Products").

IV. GENERAL

- A. Records Retention Periods – To efficiently and effectively manage City of Tucson's records and provide proper public accounting of all official business, the following policies will apply:
1. Records with a retention period of three (3) years or less shall be maintained by, and stored in the respective City departments and offices for the life of the records.
 2. Records with a retention period in excess of three (3) years, but less than fifteen (15) years, which have no archival value and which have low retrieval requirement, are to be stored in the City Records Center for cost effectiveness.
 3. Records which must be retained longer than fifteen (15) years, and which have no archival value are to be microfilmed and the official record copy destroyed. Where it is economically impractical to microfilm, the official record copy will be preserved.



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4. Records which have archival value are to be stored in the City of Tucson Archives, where they will remain in the permanent custody of the City Clerk.

B. Record Liaison Officers – Departmental Directors shall appoint one or more Record Liaison Officers to coordinate records management activities between City departments and the City Records Center. Directors shall notify the City Clerk of these appointments. It is the responsibility of each department to notify the City Clerk of any changes.

IV. APPENDIX

Attachment A – Table of Contents, Records Management Manual; Table of Contents, Micrographics Manual

Attachment B – Table of Contents, Archive Policy and Procedures Manual

V. RESPONSIBILITY FOR REVIEW

The City Clerk shall review this Administrative Directive in August of each year, or as necessary.

AUTHORIZED:

CITY MANAGER

CITY OF TUCSON RECORDS MANAGEMENT MANUAL

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AUTHORIZATION

GLOSSARY

RECORDS RETENTION SCHEDULES

City Attorney

Budget and Research

City Clerk

City Court

City Manager

Community Center

Community Services

Computer Services

Finance

Fire

Housing

Library

Mayor and Council

Operations

Parks and Recreation

Personnel

Planning

Police

Purchasing

Transportation

Water

MICROGRAPHICS MANUAL

5/8/90

CITY OF TUCSON MICROGRAPHICS MANUAL

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Appendix B Microfilm Control Sheet (RM Form #15)

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Appendix D Oversize Record Insert (RM Form #12-B)

Appendix E Correction Insert (RM Form #25)

Appendix F File Separator (RM Form #24)

Appendix G Declaration of Intent and Purpose (RM Form #9)

Appendix H Certificate of Authenticity (RM Form #10)

Appendix I Film Processing Log (RM Form #21)

Appendix J Microfilm Case Label (s) (RM Form #14)

Appendix K Appendix Start (RM Form #22)

Appendix L End of Appendix (RM Form # 1 ?)

Appendix M Appendix Certificate (RM Form #23)

Appendix N Certificate of Compliance (RMC - 35)

Appendix O Certificate of Conformity (RMC - 34)